



[Knowledgebase](#) > [Administrator](#) > [How do I create a user?](#)

How do I create a user?

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Users are individuals with access to Novari ATC. Their permissions are determined by their membership in one or more groups.

- ONCE A USER HAS BEEN ADDED, THEY CANNOT ACCESS THE NOVARI ATC APPLICATION WITHOUT FIRST BEING ADDED TO AT LEAST ONE GROUP.

1) Navigate to the "Security" module from the Novari ATC main page.

2) To add a user, do one of the following to open the Security – Manage Users page:

- Select Manage Users from the Users menu in the Security module toolbar.
- Select Manage Users from the Security – Dashboard.
- Then, on the Security – Manage Users page, select Add User.

3) Fill in the form for the new user. For regular users (Provider's Office, Care Venue, PSS, etc.) indicate a Health Center. For administrator users, check the "Admin?" checkbox next to the health center. For super administrators (can only be added by another super administrator) change the "Super Administrator" drop down to "Y".

4) In Manage Groups for User, select the groups the user should belong to. Remember, a user must belong to at least one group to use Novari ATC. If you don't see any groups listed, select one or more Health Centers.

5) Scroll down to the bottom of the page and click "Submit"*

* If you receive an error or a notification that the user already exists but are unable to locate them in the application, contact your Novari ATC administrator.

To learn more about managing users, please refer to the [Novari ATC Administrator, Security and Administrative Reports User Guide](#).